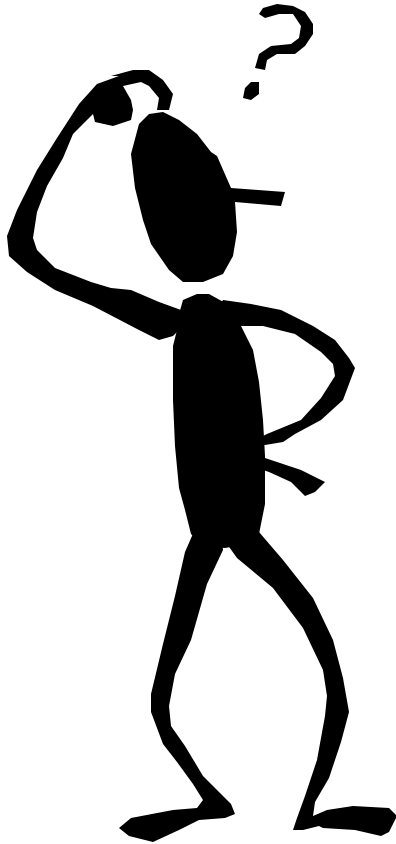


Employee Guide to Performance Management

- I will actively participate in a planning session with my supervisor and provide input about my individual goals and objectives. This will result in my performance plan that both my supervisor and I have agreed upon, and signed.
- I understand the State's uniform core competencies—communication, interpersonal skills, customer service, accountability and job knowledge—and how these competencies will be included in my performance plan, evaluation and rating.
- I understand my agency's goals and objectives, and how these will be included in my performance plan, evaluation and rating.
- I will keep a copy of my performance plan, and I understand my supervisor's expectations.
- It is my responsibility to understand my agency's performance program. If I have questions about the program I will ask my supervisor and/or human resources administrator.
- Throughout the performance cycle, I will communicate openly with my supervisor.
- Throughout the performance cycle, I will ask my supervisor for feedback and coaching so that I will feel confident about and, not surprised, by my final rating.
- At least once during my department's performance cycle, I will participate in a scheduled progress review with my supervisor.
- During my progress review, I will provide specific examples of my performance and ask my supervisor specific questions about the level of my performance.
- During my progress review, I will ask my supervisor to clearly explain the level of my performance and to provide feedback about my performance up to that point.
- I understand that my final rating will be at one of four levels—unsatisfactory, satisfactory, above standard and outstanding—and that my agency may use different names for these levels.
- I understand that to earn an outstanding rating will be difficult to achieve because it represents consistently exceptional performance or consistent achievement beyond the regular assignment.
- I understand that if I change assignment, position, appointing authority or agency during the performance cycle, my performance up to that point will NOT be disregarded. My current supervisor will provide my new supervisor an interim rating.



Performance Pay System



Department of Personnel & Administration
Division of Human Resources
1313 Sherman Street, Room 122
Denver, CO 80203

PH: 303-866-2169
FAX: 303-866-2334
Email: karen.schaefer@state.co.us

Employee Guide to Performance Management